

PROMOTION COORDINATOR

Job Responsibilities	Professional/Managerial Communications, Field Relationships, Leadership, Interpersonal Knowledge & Skills	Technical Functional Knowledge & Skills	Business Organization/Industry Knowledge & Skills	Personal Dimensions Attributes/ Interpersonal Skills
<ul style="list-style-type: none"> Coordinates/oversees implementation of Workplan Coordinates VAP Allocates/transfers VAP Orders BSGSF Orders premiums Stages premiums Troubleshoots premiums Handles incremental promotions Runs out leftover premiums Tracks promotion execution Coordinates POS and advertising (Workplan) Oversees goal maintenance Maintains appropriate files Orders coupons Receives/issues coupons Returns obsolete coupons Reconciles coupon inventory Assists with mail Maintains appropriate files May assist with administrative support duties (typing, DTs, etc.) Assists distributor Assists with phones 	<ul style="list-style-type: none"> Planning: Sets goals and develops strategies and schedules for meeting these goals Follow-through/Reliability: Demonstrates ability to complete projects on an agreed on and timely basis, willing to devote whatever time is necessary to complete job responsibilities Organizing: Schedules/coordinating work, sets priorities, establishes efficient work procedures to meet objectives Is consistently punctual Maintains professional image Listening: Demonstrates attention to and conveys understanding of comments or questions of others 	<ul style="list-style-type: none"> Understands/can operate office computer and the following applications: <ul style="list-style-type: none"> Sales Information System Sales Materials System Business Information Spreadsheet (Excel) Word Processing 	<ul style="list-style-type: none"> Understands and uses: <ul style="list-style-type: none"> Time management Has working knowledge of: <ul style="list-style-type: none"> Workplan process Direct Accounts and "contacts" (VAP) Basic knowledge of marketplace Knows accountabilities of: <ul style="list-style-type: none"> DM ARC DR AR 	<ul style="list-style-type: none"> Personal Motivation: Displays a high energy level, works hard to get things done, seeks increased responsibility on the job Personal Adaptability: Responds appropriately and competently to the demands of work challenges when confronted with changes, ambiguity, and adversity or other pressures Interpersonal skills: Develops and maintains smooth, cooperative working relationships with customers, peers, and superiors